Washington State Department of Transportation

Scoring Criteria 1: Qualifications/Expertise of Firm
Min pts 0 : Max pts 20

A. Include the following items:
    - List the type(s) of expertise that your firm can provide;
    - How long has your firm provided these type(s) of expertise;
    - Provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees your firm has nationwide; and
    - Provide an organization chart of your firm and include the respective roles that each individual will provide for the team.

B. Include the following items:
    Provide table identifying current availability of key staff and resources for your firm. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

C. Include the following items:
    Provide a list of up to three (3) projects that your firm has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)
Min pts 0 : Max pts 20

The number of proposed Project Managers is limited to a maximum of three.

A. Include the following items:
    Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B. Include the following items:
    Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:

    - Project schedule;
    - Scope of work/scope creep;
    - Budget issues; and
    - Changes that arise throughout the life of the project.

Scoring Criteria 3: Key Team Members Qualifications
Min pts 0 : Max pts 20

A. <u>Include the following items:</u>
- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Project Management System
Min pts 0: Max pts 20

A. <u>Include the following items:</u>
- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

B. <u>Include the following item:</u>
Provide a narrative description of your firms process in recruitment of potential support staff to fulfill the obligations of this agreement.

Scoring Criteria 5: References/Past Performances
Min pts 0 : Max pts 20

A. <u>Include the following items:</u>
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:
If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:
If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 6: Cost Factors
Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A", if your firm has an established hourly billing rate use item "B", otherwise use item "C":

A. Overhead Rate and Direct Labor Costs:
   - Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
   - Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

B. Statement of Billing Rates: If your firm does not have an overhead rate, include the following:
   - Descriptive statement that the rates listed are the lowest/best rates given to any client;
   - The beginning and ending dates that the quoted hourly rates are valid;
   - Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
   - The hourly billing rates for each labor classification.

C. Describe the cost components of your firm's service and/or placement type fee. This fee would include general overhead type costs plus proposed profit fee.